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ABSTRACT

A survey of 287 staff developers was conducted during October 1986 to gather information on the use of computers in staff development offices. Questionnaires were mailed to every fifth member of the National Staff Development Council; 92 completed instruments were returned within one month for a return rate of 32%. Areas covered by the survey included: (1) who uses a computer for staff development activities; (2) where the computer is located; (3) types and brands of hardware used; (4) costs of hardware and software; (5) tasks on which the most time is spent; (6) tasks for which computer assistance would be desirable; (7) tasks for which the computer is most often used; (8) length of time computer services have been used in managing the staff development program; (9) frequency with which respondents read publications explaining how computers can be used for administrative or clerical tasks; (10) computer training experience and interests of the respondents; and (11) software used for various office tasks. This report presents the response data broken down by percentages or dollar values together with the survey questions and a brief introduction. A table listing the most popular software used in staff development offices concludes the report. (MES)

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COMPUTER APPLICATIONS FOR THE STAFF DEVELOPMENT OFFICE

Annual Conference Of The
National Staff Development Council

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Atlanta

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Computer Applications For The Staff Development Office

John Flowers, Ed.D.

A survey of 287 staff developers was conducted during October 1986. Every fifth member of the National Staff Development Council received a copy of *Computer Applications For The Staff Development Office*.

Results of the survey reflect responses on 92 instruments returned within one month after they were mailed out. The results of the survey were mailed to staff developers who indicated an interest in the data.

1. Are data generated by a computer used by your office to help in planning or implementing or evaluating staff development activities?

YES 68% NO 30%

If YES, is the computer a micro computer (desk top variety such as Apple, TRS-80, IBM-AT, etc.)?

YES 57% NO 13%

2. Do <u>you</u> actually operate a computer or computer terminal to carry out administrative and/or clerical tasks related to staff development?

YES 60% NO 39%

3. Does someone other than yourself operate a computer terminal in order to carry out administrative and/or clerical tasks related to staff development?

YES 83% NO 16%

4. Is a micro computer located in your office area?

YES 84% NO 15%

If YES, is the micro computer used only for tasks related to staff development?

YES 22% NO 64%

5. Computer brands used most often to assist in administrative and/or clerical tasks related to staff development:

Apple	50%
IBM	25%
TRS-80	4%
Commodore	3%
Wang	3%
TI	1%

(Seven percent of responses indicated use of computer brands other than the five listed brands.)

6. What printers are most commonly used with the most popular computers?

Apple

Apple	57%	(83% Apple Imagewriter)
Epson	26%	
(other)	10%	

IBM

IBM	42%
Epson	16%
Hewlett-Packard	16%
(other)	21%

7. Is hard disk drive used for data storage?

YES 45% NO 39%

8. What is the approximate dollar value for each of the following:

Central Processing Unit (CPU)

	5 digits	4 digits
Max.	$20,000	$9,000
Min.	600	600
Mean	4,164	2,904
Median	2,500	2,400
Range	19,400 (N=40)	8,400 (N=36)

Software

	4 digits	3 digits
Max.	$4,000	$ 600
Min.	100	100
Mean	931	417
Median	550	497
Range	3,900 (N=24)	500 (N=14)

	Monitor	*Drive*
Max.	$487	$1,200
Min.	300	200
Mean	372	666
Median	350	577

9. Percent responses for the three tasks on which most time is spent during the work year:

26% Scheduling staff development and other activities
23% Writing letters, memoranda, notes, reports, objectives, developing forms and applications,etc
13% Compiling data for reports required locally and/or by other agencies such as DOE

10. Percent responses for the three tasks for which computer assistance would be desirable (Responses represent persons who do not use a computer):

21% Summarizing survey data for needs assessment, etc.
13% Summarizing participant evaluations of activities
12% Writing letters, memoranda, notes, reports, objectives, developing forms and applications, etc.

11. For which three tasks is the computer most often used?

29% Writing letters, memoranda, notes, reports, objectives, developing forms and applications, etc.
14% Compiling data for reports required locally and/or by other agencies such as DOE
11% Scheduling staff development and other activities

12. How long have you used computer services to assist in managing the staff development program?

37% 1-2 years
23% 2-3 years
13% 0 years
12% 4 + years
8% 3-4 years

13. How often do you read publications including advertisements, articles, and brochures explaining how computers can be used to assist in administrative and clerical tasks?

11% = Never 53% = Sometimes 36% = Frequently

14. Have you ever received instructions on how to operate a particular kind of computer (turn it on, load programs, etc.)?

95% = Yes 4% = No

15. Have you ever been trained to use a computer programming language such as COBOL, BASIC, etc.?

38% = Yes 56% = No

16. Would you be interested in learning more about how computers can be used to help in planning, implementing, and evaluating staff development programs?

90% = Yes 8% = No

17. Literature interests:

62% = literature describing how computers are being used currently by staff developers nation wide

30% = literature on how to select computers and/or computer programs that can be used to carry out administrative and clerical tasks

18. Training interests:

80% = training on how to use computer programs to carry out administrative and clerical tasks

3% = training on how to use a particular computer

19. Most popular software used to process data in the staff development office:

Task	Computer	
	Apple	IBM
Summarize survey data	Appleworks Applewrite	dBase LOTUS 1-2-3
Develop budgets	Appleworks	LOTUS 1-2-3
Scheduling	Appleworks PFS file	LOTUS 1-2-3 dBase
Compiling data	Appleworks PFS file	LOTUS 1-2-3 dBase
Writing letters, etc.	Appleworks PFS write Applewriter	WordStar WordPerfect DisplayWrite

Other software used with Apple: dBase, OMNIS, MacWorks, LOTUS 1-2-3, FrontDesk, Word, PrintShop

Other software used with IBM : Volkswriter, Symphony SYSTAT, Assistant, Focus, MicrosoftWord, ReadWorld, VisiCalc HarvardGrpahics, Enable, Saturn

Software used with TRS-80 : LOTUS 1-2-3, Symphony, PFS series, WordPerfect, DeskMate, NicePrint, SuperScripsit